

## APPENDIX B Final Approval Letter



**Housing Delivery**  
200 – 352 Donald Street  
Winnipeg MB • R3B 2H8  
[Manitoba.ca/housing](http://Manitoba.ca/housing)

**Tel: (204) 945-5566**  
**Toll Free No. : 1-866-689-5566**  
**Fax: (204) 948-3035**

Date

Proponent Name  
Proponent Mailing Address  
City, MB R## ###

MHRC Ref. No.

### Final Approval

#### **RE: Rental Residential Adaptations for Disabilities (RRAD)**

The Manitoba Housing and Renewal Corporation (the 'Corporation') is pleased to advise that your loan under the RRAD program has been approved for up to:

**Insert Amount Here** Dollars -----00/100

**(\$0.00)** (the "RRAD Loan")

for

the property located at **Property Address** in **City**, MB, legally described as:

**Insert legal description** (the "Property");

#### **SUBJECT TO THE FOLLOWING TERMS AND CONDITIONS:**

1. The RRAD Loan may only be used to pay for the cost of the adaptations specified on the Work Description and agreed on between you and the tenant
2. Work shall be completed by the contractor(s) for which bids were submitted and approved. A copy of the approved bid(s) is enclosed. Should a change in contractor(s) be deemed advisable, a bid shall be submitted to the Corporation for approval.
3. You are responsible for ensuring that the repairs are satisfactorily completed in accordance with the Work Description, building code requirements, and any applicable local by-laws/regulations.
4. You are responsible for maintaining any lien holdbacks as required by provincial legislation. The Corporation will not retain lien holdbacks.
5. The RRAD Loan may be cancelled if the repairs are not completed by **date nine months from approval letter**.
6. You are to provide satisfactory evidence of payment for your equity portion, as identified in the loan details section of this letter, before any funds from the RRAD Loan are advanced.
7. Advances will only be made upon recommendation by your Program Inspector, which will be based on an inspection of work satisfactorily completed. Reports or certificates from other

authorities having jurisdiction may also be accepted as confirmation of work completed for the purpose of advancing funds.

8. Prior to the final advance of funds, an inspection by the Corporation will confirm that all repairs listed in the Work Description have been satisfactorily completed.
9. You are required to collect and submit every invoice for work complete. If an acceptable invoice is not collected and submitted, advances on the RRAD loan will be withheld. An acceptable invoice will include the contractor(s) name, address, GST registration number, and the total amount of the contract payment. Invoices submitted by contractor(s) other than those for which your RRAD Loan was approved will not be accepted for advancing purposes.
10. If work is deemed unsatisfactory, sufficient funds will be withheld to cover the cost of satisfactorily completing the work.
11. A Statutory Declaration form will be provided after the first advance of funds and must be signed and returned to the Corporation with each claim for advance thereafter. A final Statutory Declaration is required after the final advance of funds is released.
12. You agree to disclose to the tenants residing in the unit all information regarding the repairs being undertaken and the effect of such repair on their rent, if any.
13. You agree to give priority to re-occupy the unit, upon completion of the work, if the tenants were displaced in order to complete the repairs.
14. The RRAD Loan is secured by a mortgage against the Property (the "Corporation's Mortgage"). The Corporation's Mortgage will not be released (discharged) until the forgivable loan is fully earned or paid out.
15. The unearned forgivable portion of the RRAD Loan will become due and payable if:
  - (a) all the aforementioned Terms and Conditions, as well as the specific terms and conditions of the Operating Agreement and the Corporation's Mortgage, are not adhered to.
  - (b) any statements made by you or your representatives in the process of applying for the RRAD Loan are found to be false.

**Your approved RRAD Loan details are as follows:**

Maximum forgivable RRAD Loan amount:	\$0.00
Your minimum equity requirement:	\$0.00
Estimated total project costs:	\$0.00
Interest Rate:	0%
Estimated Construction Completion Date:	same as above

The forgiveness of your RRAD Loan will commence on the first day of the month following the Project Completion Date, which is the date of the final advance of funds or the date the Corporation receives the final Statutory Declaration; whichever is later.

You may now proceed with the repairs to your property.

You must return the three (3) signed originals of the enclosed RRAD Operating Agreement, along with the Appendix A, to the Corporation before **<8 weeks from approval date>**, to confirm acceptance of this RRAD loan.

Before funding can be advanced for work completed or for other eligible costs incurred, you **MUST** return the following documentation to our office:

1. A Status of Title indicating that the Corporation's Mortgage is registered against the title of your property, second only to your financial institution, and a copy of the registered mortgage documents. Mortgage Security instructions are enclosed to assist your lawyer in the preparation of the required mortgage documents; and
2. A Certificate of Insurance indicating adequate replacement coverage for the value of the building, which specifically names the Corporation in the loss payable section of the policy; second only to your financial institution.

No payments will be eligible for processing until all the documents requested above have been received and deemed acceptable by the Corporation.

We wish you every success with the repairs to your property. If you have any questions or require further assistance, please contact **adjudicator name** directly at 204-945-####.

Sincerely,

Shannon Greer  
Manager  
Renovation & Homeowner Delivery

Attachments:

- Operating Agreement – 3 originals
- Mortgage Security
- Approved bid(s)

SG/adjudicator initials

